

Exhibit G-1 Regional Inventory and Distribution Center- Description of Duties

The Regional Inventory and Distribution Center (RIDC) duties include the following:

1. Submit an aggregated card stock forecast for card needs by type and time period for the region no more than twice per year.
2. Maintain card stock inventory sufficient to meet regional card distribution and fulfillment needs.
3. Create card stock orders using the Agency website to receive card stock delivery no less than 60 days prior to needing the card stock. Concurrently send the hard copy card order form to Vix.
4. Receive and store cards in secure location.
5. Ensure that the security seal is maintained on unopened boxes of card stock.
6. Inspect card deliveries to ensure that the correct quantity and type of card stock is received. This includes reconciling shipping paperwork and box labels with order information.
7. Fulfill and ship or deliver agency-specific card stock orders twice a week, or as needed, from card stock on hand.
8. Receive invoice from Vix for card stock ordered and forward approved invoice to the Regional Program Administrator with order verification. In the event that invoices are distributed directly to Fiscal Agent, staff from the RIDC will provide information so that invoices can be verified.
9. Return defective cards or those cards that do not correspond with the order details.
10. Submit annual budget to Fiscal Agent for approval within time-frame directed by Joint Board.
11. Provide quarterly invoices to Fiscal Agent in order to receive reimbursement for costs incurred.
12. Notify the Regional Program Administrator in the event that RFC Contractor is not fulfilling its contractual obligations as to the RIDC.